

## Directions for Completing the Employee Performance Review

1. The Employee Performance Review is applicable to all staff members of the University and is not intended to replace the evaluation tools for faculty members. The Employee Performance Review is to be completed by a supervisor with direct knowledge of the employee's job performance.
2. The reviewer shall complete the **first two** sections of the Employee Performance Review **prior to** meeting with the employee. The reviewer shall evaluate the employee, using a 5-point scale (Excellent, Good, Average, Fair, and Poor) for each category listed. The reviewer may also write comments in the right-hand column of each category, if desired.

*General definitions of the categories used are:*

<b>Job Knowledge</b>	<i>What is the level of knowledge the employee has regarding his/her job duties and the resulting ability to perform his/her job duties? Does the employee have the technical and/or educational skills required for the job?</i>
<b>Productivity</b>	<i>How productive is the employee? Is the employee efficient and use his/her time effectively?</i>
<b>Work Quality</b>	<i>What is the quality of the work product produced by the employee? Does the work require corrections, is it accurate, etc.?</i>
<b>Work Consistency</b>	<i>Is the employee's work product consistent, or does it vary given the assignment or other variables?</i>
<b>Work Relations</b>	<i>How well does the employee cooperate with others in the office to accomplish tasks? Does the employee work with other areas on campus to achieve goals as needed? How well does the employee get along with others he/she has to interact with on a professional basis?</i>
<b>Attitude</b>	<i>Does the employee have a positive attitude in the workplace toward tasks assigned, co-workers, supervisors, other members of the campus community, etc.?</i>
<b>Initiative</b>	<i>Does the employee complete tasks without being instructed and look for ways to better his/her area on his/her own, or does the employee need constant direction and guidance before a task is performed?</i>
<b>Punctuality</b>	<i>Does the employee show up for work, meetings, etc. on time? Does the employee perform assignments on a timely basis?</i>
<b>Dependability</b>	<i>Can you depend on the employee to do his/her job and follow through on tasks assigned with minimal supervision?</i>
<b>Communication Skills</b>	<i>How well does the employee communicate with others?</i>
<b>Overall Rating</b>	<i>How would you rate the employee overall given the categories completed above?</i>

3. The reviewer should then write, if applicable, opportunities for development for the employee and his/her comments in the spaces provided.
4. The reviewer should then schedule a meeting with the employee being reviewed and go over the performance review. Once the review is complete, the employee shall be given the opportunity to write any comments he/she may have.
5. At the conclusion of the meeting, the employee and the reviewer shall sign the Employee Performance Review. As stated on the form, signing the form only confirms the employee has reviewed the Employee Performance Review with the reviewer and does not necessarily indicate the employee agrees with the evaluation. The reviewer will then forward all completed Employee Performance Review forms to his/her ultimate supervisor (i.e. the applicable Vice President).
6. Once all Employee Performance Review forms are collected by the applicable Vice President, the Vice President will meet to discuss the forms with the Vice President for Administration and Human Resources.